

Shepherdstown Personnel Committee Draft Minutes
Wednesday, February 28, 2024
5:00 p.m.
Town Hall

1. Members Present: Chair Lori Robertson, Leah Rampy, Marty Amerikaner.
2. Absent: Jenny Haynes
3. Staff: Town Administrator Stephanie Grove
4. Visitors: None
5. Public Comment: None
6. Agenda Items:
 - a. Call meeting to order
Call the meeting to order by L. Robertson at 5:00 p.m.
 - b. Approval of October 18, 2023 Draft Personnel Committee Minutes and Special Draft Personnel Committee Minutes of January 24, 2024.
L. Rampy - move to approve October 18, 2023 Draft Personnel Committee Minutes. Second by M. Amerikaner. No objections noted.
L. Rampy - move to approve January 24, 2024 Special Draft Personnel Committee Minutes. Second by M. Amerikaner. No objections noted.
7. Unfinished Business:
 - a. Employee Handbook Revisions - Stephanie - UPDATE
S. Grove - is looking at the cost of a consultant. HR Consultant for Handbook Policy revisions and other HR needs.
L. Robertson and committee look forward to this happening.
 - b. Sexual Harassment Prevention Training - UPDATE
Christine Jeffrey - pending

- c. Term Length from 2-4 years - UPDATE
Election timing - wait until after election. Keep on agenda.
 - d. Town Administrator Needs - UPDATE
Munis Financial System for HR/Payroll - status
S. Grove - will make this a budget request
M. Amerikaner - move to endorse the request to purchase by the Town Administrator for the Munis Financial System for HR/Payroll. Second by L. Rampy. No Objections noted.
 - e. Job Descriptions - UPDATE
S. Grove - still working on them and is making substantial headway and feels good about them. She also wants to start working a wage scale for all employees.
 - f. Public Works Director - Job search listing - UPDATE
Moving forward with Hiring Committee
S. Grove - the position will be posted February 29, 2024 and will be posted until filled, for at least a month for qualified applicants. Wants to create an Interviewing Committee with various member. Members discussed were Sue Kemnitzer, Bob Keller, Lori Robertson, Marty Amerikaner, and Stephanie Grove.. Stephanie will formulate the questions for the interview.
 - g. Name tags/Lanyards for Town Hall staff - UPDATE
Zoning Officer - Blue shirt with gray lettering
Town Hall staff - remainder of staff - lanyards
S. Grove - to ask Amy Boyd for help with this. The Shepherdstown Fire Department possibly has a catalog we can utilize.
8. New Business:
- a. Pay increase for elected officials - keep on March Agenda
L. Robertson - suggested the Mayor to \$6K from \$2K, Recorder to \$4K from \$1500.00, and Council to \$3K from \$1200.00.
S. Grove - would like to reach out to the Municipal League for some comparisons. Also, this change is an ordinance revision and not a charter change.
9. Adjournment:
- L. Rampy - move to adjourn at 5:46 p.m. Second by M. Amerikaner. No objections noted.**